

Supplemental	Click to view the Supplemental Questionnaire
	All applicants for this job announcement are required to complete and attach the Supplemental Questionnaire to their standard employment application.
Bulletin Number	34051BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	SENIOR MANAGEMENT SECRETARY II
Exam Number	R2115A
Filing Type	Open Continuous
Filing Start Date	04/07/2014
Salary Type	Monthly
Salary Minimum	4377.91
Salary Maximum	5742.10
Position/Program Information	Acts as secretary to the chief deputy of a medium-sized County department. All classes in the Secretarial Group perform duties composed of essentially the same basic activities and operations. Positions in these classes are allocated when the work of the supervisor requires full-time personal secretarial assistance. The level of secretary allocated is related primarily to the level of supervisor served. Typically, positions allocable to this class provide full-time personal and confidential administrative secretarial assistance to the chief deputy of a medium-sized County department typically having from 200 to 900 employees. In addition, also allocable to this class are positions in departments of lesser size characterized by the highly sensitive and complex work performed and positions in departments of larger size characterized by a work force providing non-technical general services.
Essential Job Functions	Replies to personal and other correspondence, composing letters with or without dictation. Screens office and telephone callers, meets the public, makes appointments, and arranges conferences and speaking engagements. Directs callers to other departments and officials or to other individuals, divisions, or sections of the department where assigned. Takes care of day-to-day inquiries or problems wherever possible. Secures information on the status of pending matters, and reasons for delay in the completion of projects. Maintains office files and records, including those of a confidential nature. Performs confidential and personal services, as requested. Recognizes the need for revisions in office, clerical, and secretarial procedures, and makes recommendations regarding such changes. Assigns and supervises the work of other employees, as needed.
Requirements	<u>ONLINE FILING ONLY. APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, FAX, OR IN PERSON.</u> <u>SELECTION REQUIREMENTS:</u> Option 1: One year of complex and highly responsible secretarial experience as a Secretary V, Senior Secretary III, Senior Secretary IV, Management Secretary I, or Management Secretary II* in the service of Los Angeles County. OR Option 2: Two years' experience as a Secretary III, Secretary IV, Senior Secretary I, or Senior Secretary II in the service of Los Angeles County. Typing Rate: 40 net words per minute.**
Physical Class	Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking

**License(s)
Required**

may be involved.

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special
Requirement
Information**

*To qualify, applicants must have County Status as either a Secretary V, Senior Secretary III, Senior Secretary IV, Management Secretary I, Management Secretary II, Secretary III, Secretary IV, Senior Secretary I, or Senior Secretary II **Out-of-class will not be accepted.**

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

**Examination
Content**

This examination will consist of THREE (3) parts:

Part I: A written test weighted 75% that consists of both computerized and paper-and-pencil components covering Written Expression, Reading Comprehension, Data Analysis and Decision-Making, Office Practices and Procedures, Customer Service, Achievement and Orientation, Dependability, Customer Service Potential, Customer Focus, Conscientiousness, and Retention.

NOTE: Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your online application, your score will be transferred to the new examination and you may not be allowed to re-take any identical test part(s) for at least a year.

Part II: A rating from record evaluating education, training and experience based upon the supplemental application information form weighted 25%.

Candidates must achieve a passing score of 70% or higher on the combined scores for Parts I and II in order to proceed to the qualifying typing test (Part III).

Applicants who do not pass the written and rating from record evaluation tests will be notified by US mail. Scores cannot be given over the telephone.

Part III: A qualifying typing performance test. Candidates will be allowed ONLY ONE (1) attempt to pass the typing performance test.

The following candidates are NOT required to take the County typing test (Part 3):

a) Those candidates who, in the service of the County of Los Angeles, currently hold or have held a typing position that meets the minimum typing skill requirement of the subject examination.

b) Candidates who have taken and passed a Los Angeles County typing performance test administered by a County Department that meets the minimum typing skill requirement of the subject examination. Applicants must attach a copy of the typing certificate to their application.

c) Candidates who possess a Certificate of Typing Proficiency issued by the Department of Human Resources (DHR or issued by an organization with an established partnership with DHR such as the Los Angeles Unified School District that meets the minimum) typing skill requirement of the subject examination. Applicants must attach a copy of the typing certificate to their application.

Invitation letters for testing will be sent via email or by U.S. Mail. Applicants who do not pass the written test will be notified by U.S. Mail. Scores cannot be given over the

telephone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants must meet Selection Requirements and pass all qualifying examinations and receive a passing score of 70% or higher on the weighted part of the examination in order to be placed on the eligible register.

Special Information Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on Job Info Center, then click on Employment Test Preparation.

You can also access practice tests for the computerized version of the test by going to the following website: http://www.shldirect.com/practice_tests.html

While test study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information The resulting eligible register for this examination will be used to fill vacancies in the Los Angeles County Department of Coroner.

Eligibility Information Applications will be processed on an **as-received** basis and promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

No person may compete in this examination more than once every twelve (12) months.

Job Opportunity Information **Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.**

Application and Filing Information APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system.

You must complete and attach a word or PDF document responding to the supplemental questionnaire by the application deadline. PLEASE READ AND FOLLOW THE INSTRUCTIONS CONTAINED IN THE SUPPLEMENTAL QUESTIONNAIRE. FAILURE TO PROPERLY COMPLETE AND/OR SUBMIT THE SUPPLEMENTAL QUESTIONNAIRE BY THE APPLICATION DEADLINE MAY RESULT IN AN INCOMPLETE RATING FROM RECORD EVALUATION AND CONTINUATION IN THE EXAMINATION PROCESS.

We must receive your application and supplemental questionnaire responses by 5:00 pm, PST, on the last day of filing. Any other required documents must be uploaded before the promulgation of the register.

This examination may reopen as the needs of the service require.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Fill out your application and supplemental questionnaire completely. The acceptance of your application depends on whether you have clearly shown that you meet the selection requirements. Provide any relevant education, training, and experience in the

spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete it will be rejected.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name

Exam Analyst

Department Contact Phone

(213) 738-2084

Department Contact Email

edeguia@hr.lacounty.gov

ADA Coordinator Phone

(213) 738-2057

Teletype Phone

(800) 899-4099

California Relay Services Phone

(800) 735-2922

Alternate TTY Phone

(800) 897-0077

Job Field

Clerical

Job Type

Administrative Support